

**Kalamazoo Public Library**  
**OFFICIAL MINUTES OF THE BOARD OF TRUSTEES**  
**PUBLIC MEETING**  
Date: August 24, 2015  
Time: 4:00 p.m.  
Location: Central Library Board Room

**TRUSTEE ROLL CALL:**

Present: Robert Brown, Bruce Caple, Lisa Godfrey, Kerria Randolph, Cheryl TenBrink, James VanderRoest, and Valerie Wright

Absent: None.

**CALL TO ORDER:**

President Caple called the meeting to order at 4:00 p.m.

**AGENDA APPROVAL:**

The agenda was amended so that reports following Laurie Stegenga's update on KPL's 403B Plan could precede her, as she had not arrived by the start of the meeting.

---

**I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS**  
No recognitions, resolutions, or communications.

**II. PERSONS REQUESTING TO ADDRESS THE BOARD**  
No one addressed the Board.

**III. CONSENT CALENDAR**  
A. *Minutes of the Meeting of July 27, 2015*  
B. *Personnel Items*

**IV. FINANCIAL REPORTS**  
A. *Financial Reports for the Month Ending July 31, 2015*

Recommendation: Director Rohrbaugh recommended the Board accept the Financial Reports for the month ending July 31, 2015.

Discussion: No discussion.

MOTION: R. BROWN MOVED AND L. GODFREY SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE MONTH ENDING JULY 31, 2015.

MOTION CARRIED 7-0.

**V. REPORTS AND RECOMMENDATIONS**  
RECOMMENDATIONS:

*A. Revised Registration Policy*

Recommendation: Director Rohrbaugh recommended board approval of an additional \$100,000 lump sum from residual fiscal year 2014-2015 funds and 1.5% of fiscal year 2015-2016 covered salaries to reduce the unfunded accrued liability of the Municipal Employees Retirement System (MERS) defined benefit plan for Kalamazoo Public Library.

Executive Summary: The unfunded accrued liability of Kalamazoo Public Library's MERS defined benefit plan as of December 31, 2014 was reported to be \$603,623. With the advent of new governmental accounting standards (GASB 68) that liability will be updated and reported on the library's government wide financial statements as of June 30, 2015. Currently, the retirement system spreads the reduction of that liability over a period of 10 years with a portion of the calculated employer contribution rate dedicated for it. Actuarial assumptions further include an annual smoothed rate of return on investment of 8% to maintain the current 90% funded ratio of the plan.

In order to accelerate the reduction of the unfunded accrued liability and increase the funded ratio of the defined benefit plan for library employees to 100% at a quicker pace, a lump sum additional contribution amount of \$100,000 and an additional 1.5% on covered payroll will reduce the unfunded liability by an additional \$145,000 by the end of fiscal year 2015-2016 based upon current salary levels.

This plan has been reviewed and is supported by the Finance and Budget Committee.

MOTION: L. GODFREY MOVED AND J. VANDERROEST SUPPORTED THE MOTION TO APPROVE THE ATTACHED REGISTRATION POLICY.

Discussion: J. VanderRoest explained this recommendation was the topic of a discussion at a recent Finance and Budget Committee meeting, and it was determined to be a good use of a portion of the considerable surplus of funds from Financial Year 2014-2015. Additionally, he pointed out that the library's unfunded obligation to the MERS retirement fund is finite, and by acting on this recommendation, it will assist in meeting that obligation.

MOTION CARRIED 7-0.

REPORTS

*B. Neighborhoods for Picture Books – Sue Warner*

Report: Director Rohrbaugh introduced Sue Warner, head of Youth Services. S. Warner began her report by explaining the origin of the project occurred two years prior, as the staff in the Children's Room began to examine the picture book collection, and exploring ways to make the collection easy for children to browse while retaining retrievability functions. They began by placing popular books in clear plastic bins, based around topics such as Trucks, Trains, Princesses, and Ballet.

Previously, when patrons would come in and request books on a specific topic, such as trucks, it was difficult to explain exactly where such books were located, as they were scattered throughout the collection. The bins that resulted from this experiment were heavily used and wildly popular. Based on those findings, and supporting evidence from other libraries it was

decided that a task force should be put together to attempt to explore the possibility of implementing a neighborhood system. The task force included Steve Siebers, Linda Smith, Bill Caskey, Gary Green, Amy Jastrzembski, Melissa Greenfield, and Amy Clark. The taskforce decided to move forward with the project, created a timeline for implementation, and developed a workflow. The project is approaching completion.

Discussion: S. Warner brought in books from each of the nine categories, explained how she and Bill Caskey decide how books are assigned to each category, and elaborated on how the reorganization has been undertaken both at Central Library and at the branches.

C.TenBrink, drawing upon her background in school libraries, expressed her belief that the neighborhood system will prove to be a better arrangement. She also asked if Youth Services is anticipating any confusion on the part of visiting parents. S. Warner said she doesn't believe so because it will be such an easy system to browse.

R. Brown asked whether there are any plans to track which neighborhoods attract the most attention. S. Warner said they will be able to run statistical reports with that in mind, most likely after approximately six months. President Caple asked if this approach is unique or innovative enough to merit an article in a PLA or ALA publication. S. Warner indicated it might be; she announced a proposal has been accepted by the Michigan Library Association for a presentation by Bill Caskey from Youth Services and Dan Hoag from Cataloging at this year's annual conference.

Disposition: Trustees thanked S. Warner for her report.

*C. 403B Plan Update – Laurie Stegenga, Foresight Capital Management Advisors*

Report: Director Rohrbaugh introduced Laurie Stegenga from Foresight Capital Management Advisors. L. Stegenga explained she had brought a mixture of information. She also stated since KPL and Foresight have been together, KPL's investments have been in a bull market and have performed very well. Recently, the market has been experiencing a slight downturn but it is generally being viewed as an opportunity to invest. She also reported KPL currently has 53 participants enrolled in the 403B plan.

Discussion: L. Stegenga asked if there were any ideas regarding ways in which she could reach additional staff members to encourage them to participate. D. Schiller explained most of those enrolled are salaried staff members who attend the meetings at which L. Stegenga presents. While hourly staff are able to enroll, they rarely do so. There may be ways to make sure that hourly staff have additional opportunities to enroll. T. New explained all new hourly staff members receive all relevant Foresight materials when they begin at KPL.

President Caple asked if L. Stegenga knew what percent of salaried staff members participate in the 403B Plan. D. Schiller estimated it to be somewhere between 60% and 70%.

Disposition: Trustees thanked L. Stegenga for her report.

*D. ALA Leadership Institute Report – Michael Cockrell*

Report: Director Rohrbaugh reminded trustees that Michael Cockrell recently applied for and was selected to attend a prestigious ALA Leadership Institute retreat. M. Cockrell began his

report by thanking Director Rohrbaugh for writing a strong letter of recommendation on his behalf and KPL in general for supporting professional development opportunities.

M. Cockrell stated he believed this opportunity is one of two truly formative offsite trainings he has attended during his time at KPL, partly because of the very high quality of the presenters and partly because he feels well-positioned to take advantage of the concepts put forth at the seminar. The presenters were Maureen Sullivan, former ALA President and Kathryn Deiss, who is active in the Academic Library division of ALA. He said Maureen and Kathryn were among the best presenters he has ever seen by virtue of their breadth of knowledge and ability to provide resources and advice.

He said that very early on in the three day seminar, the models being put forth were put into practice among the group members in an effort to enhance communication and build trust between attendees. He continued by saying there was a focus on human behavior and emotional intelligence, or lack thereof in the workplace.

He explained one of the greatest takeaways from the experience was a more acute understanding of his own 'leadership practice' - he said much emphasis was placed on this concept as a *practice*, or something to be worked on continuously, the goal being leadership which empowers those around you to do their best work.

Discussion: President Caple asked where the event was held. M. Cockrell stated it was held in Itasca, IL.

V. Wright asked if there was any discussion regarding leadership personalities of individuals. M. Cockrell stated the philosophy put forth was that there is no *one* leadership personality that is correct- anyone can do it, but what they called 'intentional leadership' is ideal, which involves a commitment to leadership at a high level of capability.

J. VanderRoest asked if there was any talk of how the attendees would return to their organizations in order to implement their training. M. Cockrell replied that the presenters cautioned the attendees about returning to the workplace and immediately changing things. On the final day, attendees developed personal plans for themselves regarding implementation of the philosophies discussed.

C. Tenbrink asked what the average age of attendees was. M. Cockrell said he couldn't give an average, but the youngest was probably in their early thirties and the oldest was probably in their late fifties. She asked if there were more men than women. He stated it was the other way around.

Disposition: Trustees thanked M. Cockrell for his report.

#### *E. Digitized Local History Materials – Beth Timmerman*

B. Timmerman began by stating that KPL Local History staff has been digitizing materials since 1997. In the early days, things needed to be sent out for digitization. As high-quality equipment became more affordable, it began to make more sense to complete these projects in-house. Now, she says, the process has come full-circle and digitization companies are now equipped with exceptionally impressive technology and charge very nominal fees. Therefore, sending

large quantities of materials out for digitization makes sense, especially considering the speed at which the projects can be completed.

She continued by discussing the ways in which we have presented digital collections on the KPL page over time, the move from photo galleries to Flickr, and the need for a dedicated page to contain and house links to the collections as they grow. B. Timmerman then explained the growth of the Historical Newspapers Database, which provided a number of opportunities to partner with other libraries and historical societies to digitize and host their local newspapers for very affordable rates.

Another section that is growing rapidly is the Archival Film collection. Periodically, films surface elsewhere in the country with relevance to the history of Kalamazoo and make their way into the collection through a series of donations. One recent example is a film of a ceremony at Mountain Home Cemetery on the topic of Lucinda Hinsdale Stone, which was put together for a cable access channel in Ohio. It was discovered in their archives and they elected to pass it along to KPL.

B. Timmerman then moved to a section entitled 'Digitized Books, Catalogs, and Journals', which consists almost entirely of materials which were recently scanned. She explained the reason for this is because we did not have a good way of making these types of materials accessible. Archive.com has proven to be the best option for hosting these documents. As examples of the collection, she accessed a catalog from the Henderson-Ames Co., a set of books from the Michigan State Hospital on the topic of craft projects for patients, a volume entitled The History of Kalamazoo and its Library System, and a set of four books regarding the life and family of George M. Buck, a lawyer and judge who came to Kalamazoo as a child in the 1840s.

Discussion: L. Godfrey asked if any effort had been made to digitize the Polk City Directories. B. Timmerman said some of them can be found KalamazooGenealogy.org and in the Local History Room, they have been looking at digitizing a specific business directory. Over time, she said, they may identify specific volumes of the city directories which are heavily used and consider digitizing them. She stated her goal has been to scan items that are as unique as possible and avoid duplicating efforts.

Disposition: Trustees thanked B. Timmerman for her report.

*F. Legislative Update – Diane Schiller*

Report: D. Schiller reported she had not seen any action on legislation relevant to the library this month.

Discussion: No discussion.

Disposition: Trustees thanked D. Schiller for her report.

**VI. COMMITTEE REPORTS**

A. *Finance and Budget Committee* – Met to discuss the MERS Retirement Funding recommendation. Another meeting will take place in October to discuss the annual audit process.

B. *Personnel Committee* – No meeting.

C. *Fund Development and Allocations Committee* – No meeting.

D. *Director's Building Advisory Committee* – No meeting.

**VII. OTHER BUSINESS**

**A. Director's Report**

Report: Director Rohrbaugh began her report with an update on the progress of the snowmelt discussions that have been taking place. She stated it appears likely, but not definite that the first phase of the installation may occur late this year along South St. This installation would run from the Mall to the edge of Central library. Phase two would come later and would include lighting, tree guards, and trash receptacles. She and S. Lindemann had been involved in the discussion to ensure that the library would be able to access the snowmelt system when KPL has completed exploring landscaping and engineering plans.

She then drew Trustees' attention to several items which indicated strong summer program attendance and mentioned that the Summer Reading Challenge is winding down.

Next, she commented on some major work being conducted by the IT department, including the PC upgrade project which provided an opportunity for FM to dramatically improve cord management and repaint the edges of the carrels. She also mentioned lighting projects recently taken on by FM at Washington Square and Oshtemo.

Discussion: V. Wright asked about an item in the report which discusses the "Kalamazoo Abraham Lincoln Project"; she had not heard about it until now. Director Rohrbaugh stated she recently met with Cameron Brown and Marge Kars, the chair and co-chair of the project who approached the library in the hopes of partnering for programming which would coincide with fund-raising for, and installation of, a statue honoring Abraham Lincoln in Bronson Park.

L. Godfrey drew attention to an item which discussed the manner in which KPL provided free WiFi to a *Kalamazoo Promise 10 Year Celebration* which took place recently in Bronson Park. L. Godfrey said it was commendable that we were able to assist them. Director Rohrbaugh thanked S. Lindemann and Wendy Hand for making that happen.

Disposition: Trustees thanked Director Rohrbaugh for her report.

**VIII. PERSONS REQUESTING TO ADDRESS THE BOARD**

No one addressed the Board.

**IX. COMMENTS BY TRUSTEES**

- L. Godfrey asked if the Board Room was equipped with the ability to add additional, mobile microphones to the Hearing Loop system. S. Lindemann said it depends on our ability to add additional receivers, but there are workarounds as well.
- V. Wright had attended the *Beauty of the Spoken Word* poetry slam event recently and said it was very powerful, interesting, and compelling.

### III. A.

- C. TenBrink said she attended *Oshtemo Fun Day* at Flesher Field and was pleased to see the Oshtemo Branch staff representing KPL. Additionally, she was recently in Vancouver and had the opportunity to visit the Vancouver Public Library system. She said their catalog was very impressive and was offered in seven different languages. She also said the building is attached to government offices and commercial entities who pay rent or share the costs associated with the building. She also commented on their Board of Trustees saying it is made up of thirteen individuals appointed by the Vancouver City Council. She also thanked F. Howe for delivering *It's My Library* promotional materials to the Board.
- K. Randolph recently explored the *We Need Diverse Books* initiative and expressed his thanks to staff for engaging in that effort.
- R. Brown attended a community event in the Washington Square area and was glad to see the library represented there. He recently visited a library in New York which had a chessboard built into the floor and watched a young boy play a game against his father.
- J. VanderRoest had no comments.
- President Caple stated he was looking forward to the Healing Racism seminar he plans to attend along with V. Wright and library staff on Thursday.

### X. ADJOURNMENT

Hearing no objection, President Caple adjourned the meeting at 5:26 P.M

**X**\_\_\_\_\_

Robert Brown  
Secretary